APPENDIX I

The zone supervisor's (ZS's) tickler is provided as a guide to assist you in planning. Suggested uses include copying the information on 5 by 8 index cards for a ZS working tickler or copying the pages and including them in your ZS notebook.

The tickler is by no means all-inclusive. Personalize it with your own requirements and reminders. Update the tickler with new items as they are issued. You may want to add more information such as meeting dates, required training topics, recruiter itinerary days, DEP meeting schedules, and other activities that impact your schedule.

Before making out your monthly itinerary or planning a meeting agenda, take a few minutes to review the tickler items.

JANUARY

Holidays: 1 Jan - New Year's Day:
3d Monday- Martin Lither King, Jr.'s birthday

Start new year's SSIC file and purge 3d out year.
Ref: SECNAVINST 5210.11; CNRCINST 1133.6

E-7 advancement examination this month.
Ref:BUPERINST 1430.16; current NAVADMIN msg

EEAP applications due to CNET NLT 1 Feb.
Ref: OPNAV NOTE 1510

Dedicated study time commences for E-5/6 candidates.
Ref: CNRCINST 5400.2

Letters to the E-8/9 selection board must be postmarked NLT 1 Feb.

FEBRUARY

Holidays: 3d Monday - President's Day

- E-4/5/6 advancement examinations are next month.
  Ref: BUPERSINST 1430.16, current NAVADMIN msg
- E-8/9 selection boards convene next month; letters to the board must be postmarked by 1 Feb.
  Ref: BUPERSINST 1430.16
- Need E-5 evaluation input; due next month.
  Ref: BUPERSINST 1616.1

MARCH

Holidays:

- E-4/5/6 advancement examinations this month.
- E-5 evaluations due this month; reporting period ends 31 Mar.
- CRF selection board meets this month
- E-8/9 selection board meets this month.
- Submit eval input for E-9; eval due next month.
- Do midyear eval brief with E-7/8 personnel.
- 2-year NROTC applications due to CNET NLT 15 Mar.
- Verify minor property listing; due next month.
- Start planning now for May DEP Family Night.
- College break coming next month.

APRIL

Holidays: 3d Sunday - Easter

- Daylight savings time; set clocks ahead 1 hour.
- E-9 evaluations due this month.
- Letters to E-7 active selection board must be postmarked NLT 1 May.
- Minor property listing verification due.
- PRT.

MAY

Holidays: 4th Monday - Memorial Day

- Order new school folders.
- Discuss summer leave plans.
- High school graduations.
- College break.
- Need E-4 evaluation input.
- Begin budget input worksheets.
- Do midyear eval review with E-6 personnel.

JUNE

Holidays:

- E-4 evaluations due this month; reporting period ends 30 Jun.
- E-7 selection board meets.
- Remind RINCs about summer school,
- Close out school folders and start new ones.

JULY

Holidays: 4 July - Independence Day

- CRF selection board meets.
- Dedicated study time for E-5/6 candidates begins.
- LDO/CWO applications due by 1 Aug.

AUGUST

Holidays:

- Conduct zone situational analysis.
- Order new overlays for SMART boards.
- Need E-7/8 evaluation input; due next month.

SEPTEMBER

Holidays: 1st Monday - Labor Day

- E-7/8 evaluations due this month; reporting period ends 30 Sep.
- Verify minor property listings; due next month.
- Submit input for annual awards.
- Get updated school enrollment figures.
- All school files must be purged NLT 1 Sep.
- E-4/5/6 advancement exams this month.
- CWO selection board meets.
- Do midyear eval review with E-5 personnel.

OCTOBER

Holidays: 2d Monday - Columbus Day
13th - Navy birthday

- Need eval input from E-6 personnel; due next month.
- Enlisted commissioning (ECP) applications due to CNET NLT 1 Nov.
- Return to standard time; set clocks back 1 hour.
- New overlays must be in place on SMART boards 1 Oct.
- Discuss inclement weather conditions, if applicable.
- Purge ERPMS logs.
- Dedicated study time commences for E-7 candidates.
- PRT.

NOVEMBER

Holidays: 11th - Veteran's Day
4th Thursday - Thanksgiving

- E-8/9 worksheets submitted this month.
- 4-year NROTC and BOOST applications due to CNET NLT 1 Dec.
- Discuss holiday leave and liberty policies.
- CRF selection board meets.
- E-6 evals due; reporting period ends 30 Nov.

DECEMBER

Holidays: 25th - Christmas

- E-7 advancement examination next month.
- NROTC and BOOST applications must be mailed NLT 1 Dec.
- Check on midterm graduates.
- Reminder to prospect college students during holiday break.

MONTHLY

- Executive phone screen 25 percent of each NRS DEP.
- Check ride itinerary.
- Attend DEP meetings.
- Sign school folders.
- RQS tracking sheet update.
- Check training records.
- Spot check leads follow-up.
- Vehicle and domicile to duty logs to NRD.
- OPE claims submitted.
- TR/bulk ticket logs forwarded to NRD.
- EST answer sheets purged.

QUARTERLY

- Conduct waiver analysis.
- Conduct attrition analysis.
- Conduct safety standdown.

SITUATIONAL

- Update duty preference sheet as needed, at least annually.
- Change lock combinations upon departures, minimum once each year.
- New letters to fire and police departments upon personnel change.
- Inspections upon turnover and within 4 months if not MITT inspected.

APPENDIX II

REFERENCES USED TO DEVELOP THE TRAMAN

NOTE: Although the following references were current when this TRAMAN was published, their continued currency cannot be assured. Therefore, you need to be sure that you are studying the latest revision.

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